



Secretariat: SIS (Swedish Institute for Standards)

ISO/IWA 34 **N004**

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Draft agenda ISO/IWA 34 – First workshop

Online meetings, October 14-16, 2020 (11.00 UTC- 16.00 UTC)

1. Opening of the official online meeting

Edison Yap held a technical walkthrough immediately at the opening instead of under item 6 as previously intended.

2. Opening and welcome by ITC and SIS

Vanessa Erogbogbo opened the meeting and welcomed all participants and made some opening remarks. Maria Gustafsson also added some welcoming remarks.

3. Roll call of participants

Due to the number of participants, Maria Gustafsson summarized the registrations to the IWA process. In total, 337 experts from 74 countries had registered, representing all relevant stakeholder categories.

4. Confirmation of chair of ISO/IWA 34 (Doc. N 002)

Maria Gustafsson explained that SIS and ITC nominate Vanessa Erogbogbo as chair of this IWA. Vanessa Erogbogbo's bio has been circulated ahead of the workshop as document N002. Maria Gustafsson asked if anyone was against confirming Vanessa Erogbogbo as chair. None was against this and quite a lot of support was expressed, so Vanessa Erogbogbo was confirmed as chair.

5. Adoption of the agenda (Doc. N 001)

Maria Gustafsson presented the agenda as circulated in document N001 and asked if the agenda could be adopted and if anyone had any other business to be discussed during Day 3. The agenda was adopted by the meeting and no one notified of any item they wanted handled under Any other business.

6. Meeting rules / technical walk-through

Edison Yap held a technical walkthrough immediately at the opening instead of under item 6 as previously intended.

7. Presentation of the ISO system

Maria Gustafsson shortly presented the ISO Code of Conduct as well as some overarching rules on how to reach consensus within ISO and how to write ISO documents. For details, please see the presentation in document N006.



8. Presentation of initial analysis and results from stakeholder consultations

Vanessa Erogbogbo explained that a series of informal stakeholder consultations had taken place in preparation of the workshop and as a basis for developing the first working draft of the IWA document. For details, please see the presentation in document N006.

9. Presentation of the proposed IWA (Doc. N 003)

Maria Gustafsson explained the different parts of an ISO document and some of the rules on how they should be written. After that Vanessa Erogbogbo delivered a comprehensive presentation of the working draft in document N003 to provide everyone with an overview of the entire document before starting the discussion on specific parts.

10. Development of the IWA

The majority of the meeting was spent discussing and developing the text in document N003. This was done in both plenary and in breakout groups. Before the breakout group sessions, Vanessa Erogbogbo gave a short summary and then invited speakers introduced the topic before breaking up in groups. These presentations can be found in document N006, and the speakers were:

- Women-owned businesses was introduced by Virginia Littlejohn, Quantum Leaps, Inc
- Women-led businesses was introduced by Rebecca Ruf, Financial Alliance for Women
- Women-founded businesses was introduced by Amparo de San José, IES Business School
- Informal businesses was introduced by Adriana Sierra Leal, International Labour Organization
- Women-led cooperatives was introduced by Ifigeneia Douvitsa, International Cooperative Alliance
- Control and management was introduced by Virginia Littlejohn, Quantum Leaps, Inc.
- Independence was introduced by Judith Fessehaie, ITC

Please see item 11 below for a summary of the discussion and the level of consensus reached for the different topics.

11. Summary of discussions and decisions taken

Woman-owned business

There was consensus to include a definition of "woman-owned business" with a 51% ownership requirement. There was some discussion whether the term should be "majority women-owned" instead, but no clear consensus could be reached on this issue. There were also some further adjustments to the text proposed.

Women-led business

There was consensus to include a definition of "women-led business" with a lower ownership requirement. There was a tentative preference for the level of 30%, but no clear consensus was reached on this issue. There was consensus that there should not be any requirements related to the woman having to have technical expertise or similar, as this would create an unlevel playing field compared to male-led businesses. This viewpoint was confirmed for the



rest of the document and led to changes throughout. There were also some further adjustments to the text proposed.

There was a proposal which had quite a lot of support to add a definition on "women-governed business", to signify a business managed and controlled by women without any ownership requirement. A proposal will be included in the next draft for commenting.

Women-founded business

There was agreement to not include a separate definition on "women-founded business", but to instead develop the text regarding dilution by investment. It was agreed that a small group would be created to develop this text further after the workshop. Some ideas on what it should include were listed.

Informal business

There was agreement to include a definition relevant to the informal sector. There was consensus that "informal enterprise" is a better term. It was proposed to update the scope of enterprise to goods or services being mainly meant for sale or barter, in line with new ILO guidelines. It was agreed to seek further information from ILO on the rationale for note 1.

Cooperatives

There was consensus on including a definition of "cooperatives" from the *Statement of cooperative identity International Cooperative Alliance*. There was discussion on whether the correct term is "women-led cooperative" or "women cooperative", no clear consensus was reached on this issue. There was generally good agreement on the content of the definition. There was a discussion on how the statutes of the cooperative should be addressed, a proposal is added in the updated draft.

Control and management

The definitions and the criteria were discussed. The draft included some overlaps which will be edited after the workshop. There were also discussions on whether the criteria were suitable for all types of enterprises (including informal enterprises and cooperatives). There was consensus that the criteria related to management would not work for informal enterprises or cooperatives so that separate criteria would be needed. For control it was agreed that the criteria would work after some editing. There was consensus to use "enterprise" as an umbrella term within the document, encompassing women-owned, -led, and -governed businesses as well as informal enterprises and cooperatives. There were also some further adjustments to the text proposed.

Independence

There was consensus that it is important to find wording that do not prevent the use of investment or start-up capital or that you may rely on e.g. technical resources from other organizations.

Other topics

The title and the scope will need to be updated and a proposal for an introduction needs to be added. There is also a need to edit the text to ensure consistent use of terminology as



well as removing overlaps where those exist. There was support for the inclusion of social enterprises and franchises in the scope of these definitions.

12. Way forward

Maria Gustafsson presented the general way forward until the next workshop, which will take place December 14th-16th 2020. The first step is for SIS and ITC to update the draft text in accordance with the discussions at the workshop, please see document N007 for this updated second working draft. It was highlighted that a commenting round via correspondence will be carried out between the workshops and a more detailed planning for the period between the workshop will be circulated shortly by the leadership. It was also highlighted that at the second workshop in December, only comments raised in the commenting round will be discussed. Please see the presentation in document N006.

13. Any other business

No other business was raised.

14. Closing remarks

Vanessa Erogbogbo and Maria Gustafsson thanked the participants for interesting and constructive discussions during the three days, which led to significant progress. They expressed the hopes that everyone will continue to be active in the process and that they will participate again at the second workshop in December.

15. Closure of the official meeting

After that, Vanessa Erogbogbo closed the meeting.